

## APPLICATION FOR RECORDS RETENTION SCHEDULE

DEPARTMENT OF ARCHIVES AND HISTORY

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Application Date Application Number Department of Medical Assistance 78-100-A 1010 West Peachtree Street, N.W. Application Number Atlanta, GA 30319 Date Received JUL 1 4 1981 JUL 2 2 1981 2. Person to Contact Working Title Telephone Number 894-4958 Sandra Crane Administrative Clerk 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. 

Dispose of present accumulation; no further accumulation anticipated. c. DX Amend Application No. 78-100 Check One: Change; DX Supercede; DV Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Farliest | latest Present Prior Authorization Claims File 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Program Management Division is responsible for determining, through the interpertation of Federal and State guidelines, the services needed for formulating, developing, and planning the policies that govern the reimbursement for services rendered by Medicaid providers. This is accomplished by formulating the enrollment & recipient policy, examining claims inquiry, and coordinating with the provider, associations and professional organizations for each of the sixteen (16) program areas within the Medicaid Program. The Professional Support Unit is responsible for establishing program policy, providing prior approval and resolving problem claims for the following services: Durable Medical Equipment, Orthotics and Prosthetics, Ambulance, Dental and all out of state claims regardless of claim type. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Authorizing payment for all Medical services and equipment rendered by Medicaid Providers to Medicaid recipients. Included but not limited to are: (DMA-80) Prior Authorization Request, (DMA-81) Prior Approval for Medical Services, (DMA-226) Out of State Approval, (DMA-227) Special Drug Approval, (DMA-223) Special Drug Denial, (DMA-230) Pharmacy Worksheet, (DMA-231) Durable Medical Equipment Worksheet, (DMA-232) Optometric Denial, (DMA-233) Optometric Approval, (DMA-234) Ambulance Worksheet, (DMA-235) Ambulance Denial, (DMA-236) Ambulance Approval, and related correspondence. File is arranged: Alphabetically by Provider 8. Monthly Reference Rate How often are records referred to which are:  $\frac{2}{2}$ ; Thirteen to twenty-four months old  $\underline{\phantom{a}}$ One to six months old \_\_\_\_\_ \_; Seven to twelve months old \_ twenty-five months and older\_\_\_\_\_? Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_

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YES NO 10. Questionnaira  a. Is this the office			olumn)	
x If not, where is		series?		
X b. Does the series	contain confid	ential information	requiring security handling? If yes, cite law or re	gulation.
X C. is this a vital re	cord?			
X d. Does this series				
X e. When one or two			necessary to keep the entire file for a long period, o	could these
			published? If yes, attach copy.	
I ( <u>.</u>	ion <b>co</b> ntained i		nalyzed and/or recorded in a summarized report?	
X h. Is there a dupli	cation of this s	eries in your offic	e, or in another office or agency?	
X i. Is this series (or	· · · · · · · · · · · · · · · · · · ·		microfilmed?	
1. Retention Requirements		n a computer print	tout? es the series to be kept:	
i. netention nequirements	100	e ronowing requir	es the series to be kept.	
a. State Law	0	years.	d. Audit period	O years.
b. Statute of limitation c. Federal law	0	years.	e. Administrative need f. Federal retention instructions	
a reality late		700132		
Tot medical Service	s was gran	iteu prior to	services being provided.	
2. Approved Disposition Instr	uctions Th	is agency recomm	ends that the file series be cut off at the end of eac	h:
		Calendar Year;	Fiscal Year; A Other <u>semi-annually</u>	then,
<ul> <li>X Hold in the current files</li> <li>□ Transfer to local holding</li> <li>X Transfer to State Record</li> <li>X Destroy</li> </ul>	g area, hold	year(s)	; then	## # 15
☐ Transfer to State Archiv☐ Other (Specify)	res for permane	ent retention.	•	
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			# .	
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These instructions apply to	all prior and f	uture accumulatio	ons of the series.	•
gency Head/Designee (Signat	ure)	Date	Records Management Officer (Signature)	Date
Kail & Hoenes		7-13-81	Paul V. Murphy	7-13-81
			State Records Committee (Signature)	Date
Recommendations in para- raph 12 are approved.	State Aud	itor/Designee	)amod James	7-21-8
If disapproved, attach letter of explanation.)		State/Designee	Canall, That	7-20-8
ene ne nombre		·		
	Attorney G	eneral/Designee	Devry Stuffer	211.8

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## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

4273-42

	<u> </u>	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Medical Assistance	Application Number
May 10, 1978	1010 West Peachtree St. N.W.	1 78-100
Application Number	Atlanta, Georgia 30309	Date Received Date Completed
	Program Management Division Professional Support Unit	JUN 1 1978   JUN 1 9 1978
		3011 10 1010
2. Person to Contact Melissa Ridgeway	Working Title Clerk IV	Telephone Number 894-4958
3. Action Requested		* .
a. 🐼 Establish Retention	Schedule; record will continue to accumulate.	
•	cumulation; no further accumulation anticipated.	
c.   Amend Application		
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	ifferent)
January1976 to date	Prior Authorization Claims File	
candary 1970 to date	FITO Authorization Claims File	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
of Federal and Stat planning the polici providers. This is examining claims in	ment Division is responsible for determining the guidelines, the services needed for form less that govern the reimbursement for services accomplished by formulating the enrollment and coordinating with the provider, each of the sixteen (16) program areas with	wlating, developing, and ces rendered by Medicaid t & recipient policy, associations and professional
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	
Documents relating to: / Providers to Medica	Authorizing payment for services and equipm aid recipients.	ent rendered by Medicaid
(DMA-227), Special Equipment (DMA-231) Medical Equipment (	ted to are: Out of State Approval (DMA-226 Drug Denial (DMA-228), Pharmacy Worksheet ), Optometric Denial (DMA-232), Optometric Physician and Hospital Prior Authorization R ), Ambulance Denial (DMA-235), Ambulance Ap	(DMA-230), Durable Medical Approval (DMA-233), Durable Lequest (DBP/MBS-80), Ambulance
4 · ·	tically by provider	·
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old twenty-five months and olde	Seven to twelve months old 2; Thirteen to r0?	o twenty-four months old;
9. Annual Rate of Accumulation	n of Records	
Letter-size drawers12	; Legal-size drawers; Shelves;	Other (specify)
AR-50-71; Rev. 76	(Over)	

YES I	NO	10. Questionnaire	(Place an "X	" in the proper a	olumn)	<u> </u>
Х	-	a. Is this the offi		series?		, <i>1</i> \$
	x	If not, where in the series		ential information	n requiring security handling? If yes, cite law or regula	tion.
<del>  </del> -	x	c. Is this a vital re	ecord?			
	χT	d. Does this serie		or long term rese	earch value?	······································
i i	x	e. When one or t	wo documents i	n the file make it	necessary to keep the entire file for a long period, could	d these
<del>                                     </del>	x		scheduled separ		oublished? If yes, attach copy,	
i					analyzed and/or recorded in a summarized report?	
	X	If ves, attach o	200Y.		· · · · · · · · · · · · · · · · · · ·	·
1 1	X	If yes, where?			e, or in another office or agency?	
X				on of it) regularly		
X				n a computer prin		
11. Re	itentk	n Requirements	The	e following requir	es the series to be kept:	
a.	State	Law	0_	vears.	d. Audit period0	years.
	-	ite of limitation	0	years.	e. Administrative need2 (	two) years.
1		ral law	0	years.	f. Federal retention instructions0	years.
				-		
At	rtach i	opy or excerpt of	laws or regulation	ons. Explain admir	nistrative need.	
İ			_	-	s to satisfy the 24 month limitation d	
	whic	nrior autho	rized claim	ne muct he ei	ubmitted for payment.	luring
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12. Ap	DOK OV	d Disposition Inst	ructions Th	is agency recomm	ends that the file series be cut off at the end of each:	
				= ;	☐ Fiscal Year;X☑ OtherSemi-annually	then.
1			· ·	Carelluar Teal, L	I I Iscal Teat, Add Other	(1)611,
l Ki	Hole	in the current file	s area 3	month(s)	year(s); then	•
	trar	sfer to local holding				
			ng area, hold	year(s)	; then	
K		sfer to State Reco	ng area, hold	year(s)	; then	
K	Tran Dest	sfer to State Reco	ng area, hold rds Center; hold	year(s)  yea	; then	
16 16 10	Tran Dest Tran	sfer to State Recor	ng area, hold rds Center; hold	year(s)  yea	; then	
16 16 10	Tran Dest Tran	sfer to State Recor roy. sfer to State Archi	ng area, hold rds Center; hold	year(s)  yea	; then	
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16 16 10	Tran Dest Tran	sfer to State Recor roy. sfer to State Archi	ng area, hold rds Center; hold	year(s)  yea	; then	
16 16 10	Tran Dest Tran	sfer to State Recor roy. sfer to State Archi	ng area, hold rds Center; hold	year(s)  yea	; then	
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16 16 10	Tran Dest Tran	sfer to State Recor roy. sfer to State Archi	ng area, hold rds Center; hold	year(s)  yea	; then	
16 16 10	Tran Dest Tran	sfer to State Recor roy. sfer to State Archi	ng area, hold rds Center; hold	year(s)  yea	; then	
<b>8</b> 5 0 0	Tran Dest Tran Othe	sfer to State Recorroy. sfer to State Archi er <i>(Specify)</i>	ng area, hold rds Center; hold eves for permane	year(s) 1 3/4 year ent retention.	; then ir(s); then	
<b>8</b> 5 0 0	Tran Dest Tran Othe	sfer to State Recor roy. sfer to State Archi	ng area, hold rds Center; hold eves for permane	year(s) 1 3/4 year ent retention.	; then ir(s); then	
<b>8</b> 5 0 0	Tran Dest Tran Othe	sfer to State Recorroy. sfer to State Archi er <i>(Specify)</i>	ng area, hold rds Center; hold eves for permane	year(s) 1 3/4 year ent retention.	; then ir(s); then	
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£0 □ □	Tran Dest Tran Othe	sfer to State Recorroy.  sfer to State Archi  r (Specify)	ng area, hold rds Center; hold eves for permane to all prior and fo	year(s) 1 3/4 year ent retention.	; then  ar(s); then  ons of the series.  Records Management Officer (Signature)  Fam. Management Mushing	Date 5/26/78
Agency	Tran Dest Tran Othe	sfer to State Recording.  sfer to State Archiver (Specify)  astructions apply to the signed (Signa M. Carri	ng area, hold rds Center; hold eves for permane to all prior and fo	year(s) 1 3/4 year ent retention.	; then or(s); then ons of the series.	Date 5/24/78 Date
Agency Recom	Tran Dest Tran Other	sfer to State Recordary.  sfer to State Archiver (Specify)  structions apply to the signed M. Care  ations in para-	ng area, hold rds Center; hold eves for permane to all prior and for	year(s) 1 3/4 year ent retention.  Date 5-26-78	; then  ar(s); then  ons of the series.  Records Management Officer (Signature)  Fam. Management Mushing	5/24/78
Agency Recom	Tran Dest Tran Other Other Transporter of the International Transp	sfer to State Recordary, sfer to State Archiver (Specify)  astructions apply to the structions in paragraphy archives approved.	ng area, hold rds Center; hold eves for permane to all prior and for	year(s) 1 3/4 year ent retention.	; then  ar(s); then  ons of the series.  Records Management Officer (Signature)  Fam. Management Mushing	5/24/78
Agency Recom graph 1 (If disa)	Tran Dest Tran Other Other	sfer to State Recordary.  sfer to State Archiver (Specify)  astructions apply to the signed (Signal Market)  ations in paragraphy to the signed (Signal Market)  ations in paragraphy to the signal (Signal Market)	state Aud	year(s)  1 3/4 year ent retention.  Date  5-26-78  itor/Designee	; then  ar(s); then  ons of the series.  Records Management Officer (Signature)  Fam. Management Mushing	5/24/78
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